

MINUTES OF THE APRIL 13, 2026, DISTRICT MEETING
BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT NO. 3

A meeting was duly called of the **BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT NO. 3**, which was held on April 13, 2026, at the District Administration Office, 6931 Masters Road, Manvel, Texas 77578.

The meeting was called to order at 6:30 P.M. by **DARRELL VALUSEK**, District President. The Commissioners present were **DARRELL VALUSEK, FRANK HAGDORN, MATT GLAVES, GEORGE BULLINGTON and DE WAYNE DAVIS**. Also present were District Executive Director Jeff Braun, legal counsel John Peeler, ESD 3 EMS Chief Tim Welch, District CPA Randall Parr, Administrative Director Cindy Reaves, other District Staff, representatives of the District's contracted providers, and members of the community.

The Board opened the floor to receive public comment under agenda item 2. No comments were provided.

The Board then addressed agenda item 3, Consent Agenda – the following items are considered routine by the Board and will be enacted by one motion. No separate discussion will occur on these matters unless a commissioner so requests, in which event, the item will be removed and placed on the Non-Consent Agenda:

- a. Approved minutes of the prior meeting.
 - i. March 9, 2026 – District Meeting.
- b. Approve financial and bookkeeping matters, including payment of the bills and review of reports concerning the District's financial condition and investments.
- c. To review and act to approve the Next Level Prime multi-year contract for employee medical services.
- d. To review and take action to approve EMS Policy and Procedure Revisions.
 - i. 1024 Attendance and Time Management – clarification of whom an employee shall report an absence to or if they will be late to work.
 - ii. 1120 EMS Division Staffing Plan – policy retitled since the policy directly relates to EMS, M73 hours of operation changed to 24/7/365.
 - iii. 3102 Documentation of Patient Care – revised to ensure compliance with new DEA rule enacted March 9, 2026.

- iv. 3103 Controlled Substances Management – revised to ensure compliance with new DEA rule enacted March 9, 2026.
- v. 3105 Quality Assurance / Quality Improvement – revised to ensure compliance with new DEA rule enacted March 9, 2026.

Commissioner Graves made a motion to approve all items as presented. The motion was seconded by Commissioner Hagdorn. The motion was approved by a vote of 5 to 0.

The Board then addressed agenda item 4, Non-Consent Agenda – items removed from the Consent Agenda. No items were removed, no action taken.

The Board proceeded to agenda item 5, to review and act on the 2025 audit, including a presentation by the auditor. Joseph Ellis of McCall Gibson Swedlund Barfoot Ellis PLLC presented the audit review for 2025 and indicated there are no concerns in the state of the financials or the accounting practices. Mr. Ellis noted that he is issuing an unmodified opinion. Commissioner Graves made a motion to approve the audit as presented and authorize County filing pending any necessary minor corrections. The motion was seconded by Commissioner Hagdorn. The motion was approved by a vote of 5 – 0.

The Board then addressed agenda item 6, to review and approve a contract for the PSTRax checklist and inventory management system software. Jeff Braun, Executive Director, discussed the advantages to the PSTRax system versus the current Operative IQ system for tracking fleet maintenance along with inventory control, as well as building maintenance and similar items. PSTRax seems to be a simpler, more streamlined system and is currently used by two of the providers in the District. The system will allow for better visibility and data. EMS will maintain their current vendor system for controlled substances but will utilize PSTRax for the remainder of their needs. Commissioner Hagdorn made a motion to approve the purchase as presented. The motion was seconded by Commissioner Graves. The motion was approved by a vote of 5 – 0.

The Board then addressed agenda item 7, to review and act on the disposition of surplus and salvage property, Station 1 generator. Jeff Braun, Executive Director, requested the Board authorize the sale and disposition of generator at Station 1 that is to be replaced or eliminated through the renovation process. He advised the Board of the delivery of the new generator expected in May that was approved last year. The idea is to put the generator on the auction

site so the equipment necessary to move it will already be in place at the time of the delivery of the new generator. Commissioner Graves made a motion to designate the generator as surplus property and approve the auction of the generator as presented. The motion was seconded by Commissioner Davis. The motion was approved by a vote of 5 – 0.

The Board then addressed agenda item 8, to review and act on matters related to construction, renovation, repair, and improvements to District facilities and real property, including engagement of design professionals or engineering services, selection of builders/contractors, or approval of construction financing, including but not limited to the following items:

- a. Bass Construction pay app #6.
- b. Bass Construction pay app #7.
- c. Station 1 Alterations – Change Order #1.
- d. Rodeo Palms station project: engagement of Bowman for the site survey.
- e. Rodeo Palms station project: engagement of Bowman for civil engineering services.
- f. Rodeo Palms station project: approve issuing Construction Manager at Risk request for qualifications.
- g. AIA Agreement with Slattery Tackett Architects – Vehicle Maintenance Facility.

Jeff Braun, Executive Director, discussed items (a) and (b) being a normal payment request for Bass Construction during the renovations. He went on to address item (c), change order 1 for the renovations, noting the addition of installation of concrete planter boxes in front of the new office space for vehicle protection, conduit and a weatherproof junction box to support proper operation of the drive gate controller. Next, he addressed items (d), (e) and (f) regarding Rodeo Palms Fire Station project for Bowman to provide survey and platting services as well as civil engineering services contracted with Slattery Tackett Architecture and to approve the Request for Proposals for Construction Manager-at-Risk services. Regarding item (g) for the planned construction of the Vehicle Maintenance Facility, the District is requesting approval of an agreement with Slattery Tackett Architecture for professional design services of this facility. Commissioner Hagdorn made a motion to approve items (a – g) as presented. The motion was seconded by Commissioner Graves. The motion was approved by a vote of 5 – 0.

The Board then addressed agenda item 9, to receive a report on District EMS operations from District EMS Chief, Tim Welch. Chief Welch opened with the Medicare reimbursements that are allowable through new legislation for political subdivisions. He continued with division updates on the current replacement ambulance builds and their delivery dates later this year and in 2027. He notified the Board of the annual Controlled Substance audit for 2025 that was completed by an independent auditor. The audit included looking over quarterly reports, spot checked the current narcotic inventory and how it was being tracked. No discrepancies were found. Chief Welch went over the statistics for April and spoke of the continual increase in calls. A discussion was had about the issues with a recent community on Masters Road where our aprons were blocked, people were walking in the streets and the safety concerns of the event in general.

The next item to be addressed by the Board was agenda item 10, to receive a report on District Fire operations from District Fire Services Administrator, Jack Helton. Mr. Helton was not present at this meeting. Jeff Braun, Executive Director, spoke of the issues that still remain with the system for reports and certain information. He reported that Cindy Reaves, Administrative Director, attended an ESO conference and was able to attend a private lab while in attendance which revealed edits that needed to be made in how the call information was being collected and some of the changes were made at that time.

The Board then addressed agenda item 11, to receive the Community Engagement report from Cindy Reaves, Administrative Director. Mrs. Reaves opened with the different events and meetings that have been attended. She spoke of the District being included in the leadership program within the Chamber as well as the opportunity to host other chamber activities, at no cost to the District, allowing for greater exposure. She has spoken with Chief Walters about co-hosting a Chamber breakfast as the Chamber is having difficulty in finding locations to hold their events in the Iowa Colony / Marvel area. She continued with the social media statistics and the posts made by others regarding the District and the benefits of having the District information shared by community leaders. She informed the Board of the future plans for State

Representative Jeff Barry to host another meeting at Station 1, focused on creating better communication between community developers and the organizations that will serve them. She updated the Board of the status of funds from the auctions and the removal of one of the PODS used to store the items.

The Board then addressed agenda item 12, to receive an update on operations and administration from Executive Director, Jeff Braun. Mr. Braun spoke of the information gained by Cindy Reaves attending the ESO Conference. He further talked about the meeting that the District hosted for State Representative Jeff Barry and County leaders. The Construction Committee met with Bass Construction for the punch list on Phase 2 of the renovations. The bay expansion at the Liverpool location has been completed as well as the installation of heaters in the bay. He reminded the Board of the audit paperwork was in draft form and the final will be received once everything is finalized with our Finance Department and the auditors. The Masters Road warning sign project is in the works with concrete in the ground. He reported that the City of Manvel is assisting with this project. He talked about the volunteer fire recruitment event happening in Liverpool on April 25th. The annual Comptroller report has been completed by Coveler & Peeler. The Finance Committee will be meeting next week. The Interlocal Agreement with MUD 21 and MUD22 has been signed by both parties and is ready to move forward with Lakes of Savannah renovations. The annual report for MUD 21 and MUD 22 has been completed.

The Board then addressed agenda item 13, to meet in Closed Session under Government Code 551.071, 551.072, 551.074 , 551.076 and 551.0761 to consult with legal counsel regarding pending or contemplated litigation, settlement offers or on matters which require confidentiality under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas, to deliberate regarding real property and to deliberate regarding personnel matters, including appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of District personnel, to deliberate regarding security devices or security audits and to deliberate regarding critical infrastructure facilities and cybersecurity.

The Board moved to Closed Session at 7:39 P.M.

The Board reconvened in Open Session at 7:58 P.M.

The Board proceeded to address agenda item 14, to review and take any action regarding real estate, including sale, purchase, lease, platting, utilities, encumbrances, maintenance and legal actions related to real estate. No action was taken.

The meeting was adjourned at 7:58 P.M.

A handwritten signature in blue ink, appearing to read "Matt Glaves", is written over a horizontal line.

Matt Glaves, Secretary/Treasurer